

QUARTERLY CONTRACT MONITORING REPORT (QCMR)
LEVEL OF SERVICE REPORT
SUPPORTED EMPLOYMENT SERVICES

USTF PROJECT CODE: _____	REPORTING QUARTER: (CHECK ONE):		
NAME OF AGENCY: _____	JULY 1 TO SEPTEMBER 30	1 _____	
NAME OF PROGRAM: _____	OCTOBER 1 TO DECEMBER 31	2 _____	
PERSON COMPLETING FORM/PHONE #: _____	JANUARY 1 TO MARCH 31	3 _____	
DATE SUBMITTED: _____	APRIL 1 TO JUNE 30	4 _____	
CHECK AGENCY REPORTING QUARTER:	1 _____	2 _____	3 _____ 4 _____

1. _____	2. _____	3. _____	4. _____	5. _____	6. _____
Beginning Active Caseload (First Day of Quarter)	New Enrollees to Program Element During Quarter	Transfers to Program Element During Quarter	Transfers from Program Elements During Quarter	Terminations From Program Element During Quarter	Ending Number of Enrolled Individuals (Last Day of Quarter)

TARGET GROUPS		7. Number of Target Group Members	
		New Enrollees	Transfers
7A.	Clients who were Discharged from State Hospitals and Enrolled in this Program Within 30 Days of Discharge.	_____	_____
7B.	Clients who were Discharged from County hospital and were enrolled in this Program Within 30 Days of Discharge.	_____	_____
7C.	Clients who were Discharged from a Short-Term Care Facility/Involuntary Psychiatric Unit and Enrolled in this Program Within 30 Days of Discharge.	_____	_____
7D.	Clients who were Discharged from another Hospital and Enrolled in this Program Within 30 Days of Discharge.	_____	_____

SUPPORTED EMPLOYMENT SERVICES

A program of vocational and work-readiness training to help clients prepare to enter or re-enter the workforce successfully. Services include job placement and interviewing assistance, supervised work assignments, and follow-up support.

BEGINNING ACTIVE CASELOAD: Consists of clients who have had at least one face-to-face contact with your agency in the last 90 days and were active on the last day of the previous quarter. **The Beginning Active Caseload equals the Ending Active Caseload of the previous quarter.**

NEW ENROLLEES: Clients who were newly enrolled in your agency during the reporting quarter and were enrolled in this program element prior to enrollment in any other program element within your agency.

TRANSFERS TO: Refers to clients who are already registered within your agency in another program element, but for whom this program has ceased to provide services on an ongoing basis and for whom another program element of your agency is going to provide services on an ongoing basis.

TERMINATIONS: Clients who are no longer receiving services at your agency.

ENDING ACTIVE CASELOAD: Is the active caseload on the last day of the reporting quarter.

Calculate as follows: **ADD** (Beginning Active Caseload) + (New Enrollees) + (Transfers To)
Then **SUBTRACT** (Transfers From) and (Terminations) = **Ending Caseload.**

DUPLICATED COUNT OF TARGET GROUP MEMBERS AMONG "NEW ENROLLEES" AND "TRANSFERS TO": Refers to the count of clients who entered this program element within 30 days of their discharge from the hospital. The definitions of "New Enrollees" and "Transfers To" are the same as stated above. Therefore, the number of "New Enrollees" or "Transfers To" indicated in categories 7A, 7B, 7C, and 7D, should be the same or less than the number indicated in items #2 and #3 of this form.

7A. STATE HOSPITAL: Refers to the states five psychiatric hospitals located in New Jersey only: Greystone Park, Trenton, Ancora, Hagedorn, and Ann Klein.

7B. COUNTY HOSPITALS: Refers to the six county hospitals located in New Jersey only: Essex, Burlington, Camden, Hudson, Bergen, and Union.

7C. SHORT-TERM CARE FACILITIES: Refers to an inpatient, community-base mental health treatment facility that provides acute care and assessment services to the mentally ill. The Commissioner, Department of Human Services must designate the facility.

7D. OTHER HOSPITAL: Refers to any psychiatric hospital or psychiatric unit within a hospital that is not a State, County or STCF Hospital in New Jersey; include as "Other" any Facility located outside of New Jersey.

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1.	Number of new consumers placed in an integrated employment setting during the quarter.	1. _____
2.	Number of new consumers placed again in an integrated employment setting during the quarter.	2. _____
3.	Number of consumers placed in an integrated employment internship during the quarter.	3. _____
4.	Number of consumers assisted into educational opportunities or settings during the quarter.	4. _____
5.	Number of hours of on-site job coaching during the quarter.	5. _____
6.	Number of hours of off-site job specific interventions during the quarter.	6. _____
7.	Number of hours of extended supports (vocational) provided during the quarter.	7. _____
8.	Number of hours of individual and community supports (mental health and generic) provided during the quarter.	8. _____
9.	Number of Supported Employment closed on rehabilitated by DVRS (Status 26) during the quarter.	9. _____

SUPPORTED EMPLOYMENT SERVICES

A program of vocational and work-readiness training to help clients prepare to enter or re-enter the workforce successfully. Services include job placement and interviewing assistance, supervised work assignments, and follow-up support.

1. The number of enrolled consumers who are placed or assisted into an integrated employment setting using individualized job development.
2. The number of enrolled consumers who have held SE jobs, lost those jobs or are seeking a new job as part of a career plan and are placed or assisted again into an integrated employment setting using individualized job development.